



Date Adopted:	5/25/10
Range:	
Classified:	CSEA

Job Description

LEAD GRAPHIC, PRINT AND MAILROOM SERVICES

BASIC FUNCTION

Under direct supervision, perform highly technical and specialized functions and activities in graphic, print and mailroom services processes; set up, operate, adjust and maintain copiers and other related reproduction and mailroom equipment; perform a variety of manual and automated graphic, print and mailroom tasks according to prescribed schedules, routes and procedures.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Coordinate, organize and monitor the maintenance and operations of the district graphics, print and mailroom services department.
- Design and create school or department identities, logos, mascots, brochures, district and site maps, special event programs, mailers etc.
- Operate and maintain digital color press.
- Review, interpret and apply policies, guidelines and regulations concerning mail procedures.
- Answer complex inquiries relating to the various graphic design services available.
- Provide cost quotes.
- Review and monitor the work of graphics, print and mailroom services personnel.
- Plan, organize and conduct in-service and orientation training programs to ensure compliance with established regulations and policies in addition to quality and work standards.
- Assist in overseeing the maintenance of proper inventory levels of supplies required in order to execute and sustain the needs of the district.
- Assist in preparing and submitting purchase requisitions on behalf of the graphics, print and mailroom department.
- Ensure clean, orderly, safe and secure environments within the department.
- Providing in-service and training to other print and mail production personnel.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

1. Current Windows and Macintosh platforms along with associated software programs.
2. Current practices, procedures, terminology and techniques used within a graphics, print and mailroom environment.
3. Current postal rates and regulations for all classes of mail.
4. Operational procedures, rules and regulations.

Ability to:

1. Perform responsible oversight and analysis functions of activities.
2. Organize, train and monitor assigned personnel.
3. Compile, maintain and prepare informational, statistical and other related files, records and reports.
4. Create all manner of print materials.
5. Produce quality work within established timelines and schedule.
6. Be flexible with time frames and make changes with little notice.
7. Operate a wide variety of related equipment and materials
8. Effectively and efficiently operate a computer and a variety of software programs.
9. Plan, schedule and perform a variety of duties related to the graphics, print and mailroom department.
10. Make mathematical calculations with speed and accuracy.
11. Establish and maintain cooperative and effective working relationships.
12. Understand and carry out oral and written directions.
13. Communicate both orally and in writing in a clear and concise manner.
14. Learn, interpret and apply policies and procedures.

EXPERIENCE

Five (5) years of experience within a graphics, print shop and/or mailroom environment is required. One (1) year serving in a lead capacity is preferred.

EDUCATION

High school diploma or equivalent is required. Coursework and/or training in graphic design, printing, or closely related fields is highly desirable.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

Successful completion of the District's basic skills test. Possession of a valid California Driver's License and proof of insurance are required.

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office, print shop and mailroom work environments.

Physical abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Lift, carry, push and/or pull items up to a maximum of 60 pounds with a strength factor of heavy work.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Use close vision, color vision, and adjust focus visually.
- Possess dexterity of hands and fingers to operate equipment.
- Stand and walk.
- Bend at the waist, kneel or crouch.
- Sit or stand for extended periods of time.
- Reach above shoulders.

Climb a step stool/ladder and work at heights.

Hazards:

Working with machines, tools, equipment and chemicals normally involved with the operations of a print shop and mailroom. Contact with dissatisfied or abusive individuals is possible.